

## Export to a file to backup mail

1. Please click [File].

	<u>र ि</u> ने		𝒫 Search	
	File Home	e Send / Receive	Folder View Help	
	New New Email Items ~	© □ □ □ □ □ □ □ □ □ □ □ □ □	Reply Reply Forward to V	<ul> <li>Move to: ?</li> <li>→ To Manager</li> <li>✓ Team Email</li> </ul>
	New	Delete	Respond	Quick Steps
	Drag Your Favorite Folders Here		All Unread	By Date ∽ ↑
			✓ Yesterday	<u> </u>
	~ (	entu.edu.tw		
	Inbox			
	Drafts			
	Sent Items			
	> Deleted Items	1		

2. Click  $[Open&Export] \rightarrow [Import/Export] \circ$ 

		Inbox -
e	Open	
M Info Open & Export	Open Calendar	Open Calendar Open a calendar file in Outlook (.ics, .vcs).
Save As Save Attachment Print	Open Outlook Data File	Open Outlook Data File Open an Outlook data file (.pst).
	Import/Export	Import/Export Import or export files and settings.



3. Select [Export to a file], click [Next].

Import and Export Wizard	
Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.	
< <u>B</u> ack <u>N</u> ext > Cancel	

4. Select 【Outlook Data File (.pst)】, click 【Next】.

Export to a File	
	Create a file of type: Comma Separated Values Outlook Data File (.pst)
	< <u>B</u> ack <u>N</u> ext > Cancel



5. Choose the folder(s) you want to export, then click [Next].

Export Outlook Data File	
	Select the folder to export all emails from the account.
	✓ @ntu.edu.tw     ✓ Inbox
	<ul> <li>Drafts</li> <li>Sent Item Choose to export emails from folder.</li> <li>Deleted It</li> </ul>
	Archive
	Journal
	✓ Include subfolders Filter
	< Back Next > Cancel

6. Select the location to export the file by clicking [Browse],

then click [Finish].

Export Outlook Data File		×
	Save exported file as:          Documents\Outlook Files\backup.pst       Browse         Options <ul> <li>Replace duplicates with items exported</li> <li>Allow duplicate items to be created</li> <li>Do not export duplicate items</li> </ul>	
	< Back Finish Cancel	



7. You can decide whether to use password protection.

If not, just click [OK].

Create Outlook Data File	×
Add optional password	
Password:	
Verify Password:	
Save this password in your password list	
OK Cancel	

Tips: If you set a password, please remember it.

In most cases, people tend to forget their passwords.